

Office Use only	
Date received:	
Receipt number:	
Amount:	

Form 2 Application for PIM and/or Building Consent

Section 33 or 45, Building Act 2004

How to submit your application

We prefer applications to be submitted online through [AlphaOne-Objective](#). If it is your first time applying, you will need to "Sign up" before you are able to access the online application form.

If you do not have access to the internet, you can fill in the form below and submit through your nearest Tasman District Council Service Centre (Richmond, Motueka, Takaka or Murchison). A deposit may be required at the time of submission, see our [Schedule of Fees and Charges](#) for more information.

Documents to support your application.

All applications for Project Information Memorandum and/or Building Consent are required to include:

- A Record of Title (less than three months old)
- Plans (detailing the work to be undertaken)
- Specifications (for materials and products being used)

Other documentation may be required depending on the type of the application, see our website [Gather your information](#).

The Building Consent process

Before we officially accept your application, we'll do a quick check called "vetting" to make sure the key documents and information are there. If there's an issue, we'll be in touch. If not, we'll confirm that your application is accepted, which will start the 20 working day statutory clock.

A Building Technical Officer will review your application and plans, to make sure they meet all the Building Code standards. We might also seek input from other areas of the Council, such as the planning team, engineering services, or the natural hazards team. If we need more information, then we will send you a 'Request for Further Information' which will stop the statutory clock. The clock will restart once a complete response is received.

Once we're satisfied on reasonable grounds that all the requirements of the Building Code are met, we'll grant your consent and will send you an invoice (Building Consents valued over \$20,000.00 will incur Levy charges). When payment has been received, we will issue your consent. Please read these documents carefully and contact the duty building officer if you need any clarification. Consent documentation will include:

- The final, approved plans (which you need to keep on site)
- The inspections that you or your builder will need to arrange during the build. Some of these might be specialist inspections - typically engineering - that will require a producer statement.
- Special Conditions, these are necessary to ensure the compliance with certain requirements of the Building Act
- Advisory notes may also be added to assist you.

During construction, you or your builder will need to arrange inspections to ensure work is done in accordance with the approved plans. Sometimes work can't continue until an inspection is signed off.

The final step is to apply for your Code Compliance Certificate, we will check your application and book your final inspection. If we are satisfied that all work has been completed according to the building consent we will issue the Code Compliance Certificate, which confirms your build has met all the statutory code requirements.

Form 2

Application for PIM and/or Building Consent

Section 33 or 45, Building Act 2004

What are you applying for
Building Consent
Amendment to Building Consent
Project Information Memorandum (PIM)
Staged Building Consent – Stage number ____ of ____ expected stages
Building Consent for a National Multi-use Approval (MultiProof) – MultiProof Number _____

The building			
Valuation number:			
Site Address:			
Legal description:	LOT	DP	Other
Building Name:			
Location of building withing site/block:			
Levels:		Level number:	
Unit number:		Unit number:	
Current, lawfully established use:			
Floor Area:	Existing Area	New Area	Total Area
Year first constructed:		Occupants: (Commercial applications only)	

The Owner		
Name: (Full legal owner/s)		
Contact Person:	Phone number:	
Email address:	Mobile number:	
Website:	Facsimile number:	
Street address/ registered office:		
Mailing address: (If different from the above)		

Agent (if applicable)			
Name of Agent:			
Contact Person:		Phone number:	
Email address:		Mobile number:	
Website:		Facsimile number:	
Street address/ registered office:			
Mailing address: (If different from the above)			
Relationship to owner:			

First point of contact:			
Invoice payable by			
	Invoice payable by someone other than Owner/Agent		
Name:			
Phone number/s:			
Email address			
Mailing address:			

Will there be a dog onsite during construction?	Yes	No
Is a swimming pool, or spa pool on this site or associated with this project?	Yes	No
Does the project require a new water, sewer or stormwater connection, or a vehicle crossing (Service Connection)?	Yes	No

The Project		
Description of work:		
Will the building work result in a change of use of the building?	Yes	No
If yes, provide details of the new use:		
Specified intended life of the building	years	
Estimated value of work to the nearest \$1,000.00 (incl GST): <i>(If amendment application – what is the additional value to the nearest \$1,000.00)</i>	\$	
List any PIM, resource or building consents previously issued for this project (if any):		
Is this consent related to a natural disaster?	Yes	No

If yes, provide details:

Restricted Building Work

<p>Will the building work include any restricted building work? If yes, provide the details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work. A 'Memorandum from Licensed Building Practitioner - Certificate of Design Work (form2A),' will need to be provided.</p>	Yes	No
<p>Will restricted building work be undertaken by an owner-builder? If yes, complete and attach the 'Statutory Declaration as to Owner Builder Status (Form2B)'.</p>	Yes	No

Full Name:	
Licence / registration number:	
Licensing class:	
Mailing address:	
Phone number:	
Email address:	

Full Name:	
Licence / registration number:	
Licensing class:	
Mailing address:	
Phone number:	
Email address:	

Full Name:	
Licence / registration number:	
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Mailing address:	
Phone number:	
Email address:	

Full Name:	
Licence / registration number:	
Licensing class:	
Mailing address:	
Phone number:	
Email address:	

Full Name:	
Licence / registration number:	
Licensing class:	
Mailing address:	
Phone number:	
Email address:	

If these details are unknown at the time of the application, they **MUST** be supplied before the building work begins. Continue on another page if required.

Site Personnel/ Other Site Contacts

Please list anyone else associated with the project

Full Name:		Full Name:	
Licence / registration number:		Licence / registration number:	
Licensing Class:		Licensing Class:	
Mailing address:		Mailing address:	
Phone number:		Phone number:	
Email address:		Email address:	

Full Name:		Full Name:	
Licence / registration number:		Licence / registration number:	
Licensing class:		Licensing class:	
Mailing address:		Mailing address:	
Phone number:		Phone number:	
Email address:		Email address:	

Site Specific Information

The following matters are involved in the project (tick all that apply):

	The site has cultural or heritage significance, or is it a Marae
	The site is subject to a natural or created hazard such as erosion, subsidence, flooding, slips etc
	The proposed building work covers two or more allotments

Project Information Memorandum

The following matters are involved in the project (tick all that apply):

	Subdivision
	Alterations to land contours
	New or altered connections to public utilities
	New or altered locations and/or external dimensions of buildings
	New or altered access for vehicles
	Building work over or adjacent to any road or public place
	Disposal of stormwater and wastewater
	Building work over any existing drains or sewers or in close proximity to wells or water mains

	Other matters known to the applicant that may require authorisations from the territorial authority Specify:
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Means of Compliance with the New Zealand Building Code
You are required to indicate what code clause(s) your building work complies with, please enter the means of compliance and version in the relevant field.

*AS – Acceptable Solution
 ALT – Alternative Solution
 CM – Construction Monitoring
 VM – Verification Method*

E.g. If you are using Acceptable Solution 1 to meet compliance in B1, you would list AS1

B1 - Structure		B2 - Durability		C1-C6 – Protection from Fire	
D1 – Access Routes		D2 – Mechanical Installations for Access		E1 – Surface Water	
E2 – External Moisture		E3 – Internal Moisture		F1 – Hazardous Building Agents on Site	
F2 – Hazardous Building Materials		F3 – Hazardous Substances and Processes		F4 – Safety from Falling	
F5 – Construction and Demolition Hazards		F6 – Visibility in Escape Routes		F7 – Warning Systems	
F8 – Signs		F9 – Restricting Access to Residential Pools		G1 – Personal Hygiene	
G2 - Laundering		G3 – Food Preparation		G4 – Ventilation	
G5 – Interior Environment		G6 – Airbourne and Impact Sound		G7 – Natural Light	
G8 – Artificial Light		G9 – Electricity		G10 – Piped Services	
G11 – Gas as an Energy Source		G12 – Water Supplies		G13 – Foul Water	
G14 – Industrial Liquid Waste		G15 – Solid Waste		H1 – Energy Efficiency	

Waivers and Modifications		
Does your project require a Waiver or Modification of the Building Code?	Yes	No
Provide details:		

Compliance Schedule					
Compliance Schedule Number (if applicable):					
Are any specified systems associated with this building? <i>Please nominate all specified systems and if they are new, existing, altered or removed:</i>				Yes	No
System	Description	New	Existing	Altered	Removed
SS1	Automatic systems for fire suppression				
SS2	Automatic or manual emergency warning systems for fire or other danger				
SS3.1	Electromagnetic or automatic doors or windows				
SS3.2	Access controlled doors				
SS3.3	Interfaced fire or smoke doors or windows				
SS4	Emergency lighting systems				
SS5	Escape route pressurisation systems				
SS6	Riser mains for use by fire services				
SS7	Automatic backflow preventers				
SS8.1	Passenger carrying lifts				
SS8.2	Platform, low speed and service lifts				
SS8.3	Escalators, travelators or other systems for moving people or goods within buildings				
SS9	Mechanical ventilation or air conditioning systems				
SS10	Building maintenance units providing access to exterior and interior walls of buildings				
SS11	Laboratory fume cupboards				
SS12.1	Audio loops or other assistive listening systems				
SS12.2	FM radio frequency systems and infrared beam transmission systems				
SS13.1	Mechanical smoke control				
SS13.2	Natural smoke control				
SS13.3	Smoke curtains				
SS14.1	Emergency power systems				
SS14.2	Signs relating to, a specified system in any of specified systems 1-13				
SS15.1	Systems for communicating spoken information intended to facilitate evacuation				
SS15.2	Final exits				
SS15.3	Fire separations				

SS15.4	Signs for communicating information intended to facilitate evacuation				
SS15.5	Smoke separations				
SS16	Cable Car				

Please note a “Specified System form” is required to accompany the application for each specified system.

Attachments

Please include the following document as part of your application. Additional documents might be requested as part of the assessment of your application. Incomplete applications may be returned unprocessed.

Evidence of Ownership <ul style="list-style-type: none"> Record of Title (less than 3 months old) Consent Notices (if listed on the Record of Title) 	
Project Information Memorandum (<i>if one obtained prior to this application</i>) <ul style="list-style-type: none"> Project Information Memorandum Development Contribution Notice Certificate attached to Project Information Memorandum 	
Plans <ul style="list-style-type: none"> Site plan identifying all existing and proposed buildings and any easements Distance to boundaries and other buildings, Finished ground and floor levels, drainage plan (if new building) Floor plans, elevations, and construction details (if relevant) 	
Restricted building work memorandum/Owner-builder declaration <ul style="list-style-type: none"> Memorandum from Licensed Building Practitioner – Certificate of Design Work (Form 2A) or Statutory Declaration as to Owner Builder Status (Form 2B) 	
Specifications (for products and materials) <ul style="list-style-type: none"> Project specification Code mark and BRANZ appraisals Manufacturer specifications Current manufacturer’s certificate(s) referred to in section 45(1)(bb) and (bc) 	
Supporting Documentation <ul style="list-style-type: none"> Reports, Engineer plans, calculations, and producer statement (if relevant) 	

Fees and Charges

By submitting this application, the applicant agrees to pay all reasonable costs associated with this application as outlined on our Building Assurance fees and charges listed on our website. If any steps, including the use of debt collectors and/or lawyers, are needed to recover unpaid processing costs, the applicant agrees to pay all collection costs.

Declaration

The information you have provided on this form is required so that your application or the building consent it relates to can be processed under the Building Act 2004. The Council, Territorial Authority (TA) or Building Consent Authority (BCA) collates statistics relating to building work and has a statutory obligation to provide information to third parties. The information is stored on a public register, which must be supplied to whoever requests the information. Under the Privacy Act 2020, you have the right to see and correct personal information the Council, TA and BCA hold about you.

In providing this information, you agree to your details being used for customer surveys carried out by the Council, TA or BCA.

All the information contained in the application is, to the best of my knowledge, true and correct.

I request that you issue a project information memorandum, project information memorandum and building consent, or building consent amendment for the building work described in this application.

I understand that work must not commence until the building consent is issued and uplifted

I understand that this application may only be made with the owner's approval

Name:

Signature:

Date: